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K 111 3 VM-6
DD/P

[redacted], Chief, [redacted]
Operational Services

10 JUN 1959

Chief, Records Management Staff

Clandestine Services Vital Records Program

1. I have reviewed the status report of 9 February 1959 prepared by [redacted], Chief, PPS/RID and the Memorandum for the Clandestine Services Records Committee prepared by [redacted] dated 17 February 1959. I agree generally with their observations. I cannot comment, however, on many of the specific points made in them because the DD/P Vital Records Program has operated independently from the rest of the Agency.

2. I am anxious to assist in any way that I can to improve the Clandestine Services Vital Material Program and offer the following suggestions for consideration:

a. PREPARE SCHEDULES FOR THE DEPOSITS OF VITAL RECORDS

I will be glad to supply the necessary forms, suggest guides for their preparation and will assign someone from this Staff to assist in preparing them. Schedules should be prepared for each Area Division and Staff.

b. ELIMINATE DUPLICATE DEPOSITS BETWEEN DIVISIONS AND STAFFS

Normally an office or division which has primary responsibility throughout the DD/P for a given function should be the one to select and deposit Vital records. For example: regulations and notices.

c. ELIMINATE DEPOSITS OF SUPPORT RECORDS

Normally such support records as payroll, personnel and security are deposited by the offices having Agency-wide jurisdiction. The attached list, Tab A, shows many of the vital records being deposited by DD/S offices. It can serve as a guide in eliminating some of the probable duplication referred to by the Chief of PPS/RID.

d. ELIMINATE THE DEPOSIT OF INTELLIGENCE MATERIALS DEPOSITED BY DD/I

The attached list, Tab B, shows many of the intelligence materials now being deposited by DD/I offices. The items on this list need not be deposited by DD/P.

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e. DEPOSIT VITAL RECORDS CURRENTLY

Records identified as vital should be transferred to the Vital Materials Repository promptly. This can be accomplished by using the daily Armed Courier service between Headquarters and the Repository.

f. ESTABLISH A PROCEDURE FOR KEEPING SCHEDULES CURRENT

This can be accomplished by having each Area Records Officer: (1) Maintain constant vigilance on deposits, (2) Revise the deposit schedules to reflect additions and deletions, and (3) Refer to the CSRC items for their appropriate consideration to avoid further duplication.

3. The items listed in attachments A and B are not to be interpreted as being complete lists of materials considered vital, but rather, for the purpose of this memorandum, reflect only selected items from established and more complete schedules of DD/S and DD/I Offices. Over and above the sample items described, the DD/I area offices are depositing NIE development files, selected Biographic and Industrial Register material, complete Ground and Personality film coverage of Graphics Register, current analyst project papers and other materials that would be needed in the fulfillment of emergency operations. Likewise, the Office of the Comptroller is depositing reimbursement agreements between CIA and other government departments, copies of each fiscal year budget, annual records of individual employee earnings, employee retirement records, accumulative leave records and payroll listings of all employees.

4. I will be glad to discuss the Clandestine Services Vital Records Program further with you at any time.

Attachments (2)

Distribution:

Orig - Addressee

1 - DD/P Case File

1 - Records Disposition File

1 - RMS (VM -6)

Mgt/S/RMS/RDE

(9 June 1959)

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS